Kentucky Council on Postsecondary Education

USER GUIDE
Kentucky Program Modification System for the Editing of Existing Academic Programs

This manual contains basic instructions for submitting a change to an existing academic program. Use of the Kentucky Program Modification System.
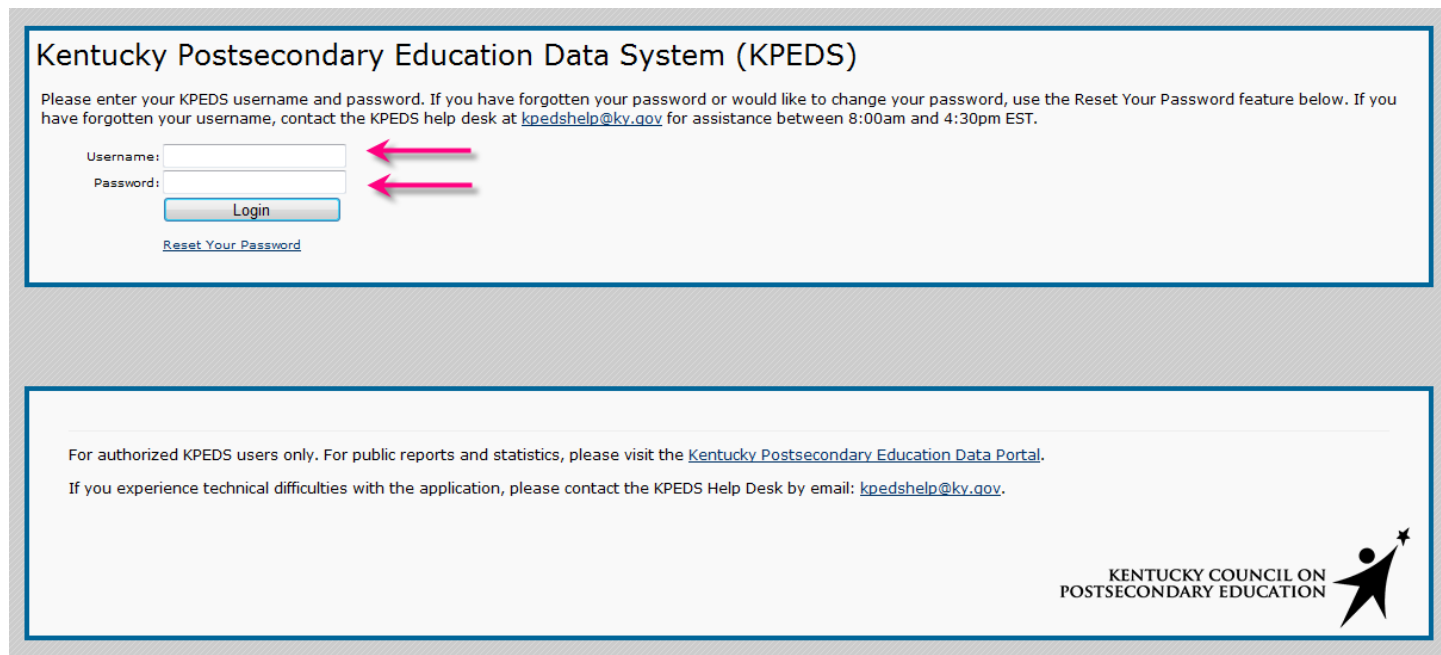
Introduction

The Registry of Degree Programs is housed at the Kentucky Council on Postsecondary Education (CPE) and is updated when a new program is approved by the Council or the status of a current program changes. This allows for a comprehensive public view of all programs offered by postsecondary institutions in the state.

With the Program Modification System, institutions may request certain changes be made to the inventory, which are then reviewed by Council staff.

Login

To log in:
- Begin by going to the Kentucky Postsecondary Education Data System (KPEDS) at http://kpeds.ky.gov/.
- Then, enter your username and password[1].

Once you log in, you will see a screen similar to the one on the next page. (Individual users may have access to different systems within the KPEDS portal.) Select Program Management.

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1. To obtain a username and password, you should contact the KPEDS administrator at your institution. If you need the name of that contact, you may email the request to KPEDSQuestions@ky.gov.

Kentucky Postsecondary Education Data System (KPEDS)

Please select from the following options:

[Program Management] ⬅

Manage academic programs by submitting notification of intent for new programs or by reviewing, submitting or editing proposed programs via Kentucky Postsecondary Program Proposal System (KPPPS).

[Connect to SharePoint]

Visit the KPEDS SharePoint site.

[Logout]

For authorized KPEDS users only. For public reports and statistics, please visit the Kentucky Postsecondary Education Data Portal.

If you experience technical difficulties with the application, please contact the KPEDS Help Desk by email: kpedshelp@ky.gov.

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Then, select Program Inventory. (Note: Individual users may have access to different systems within the KPEDS portal. Individual users may have different options than shown below.)

Kentucky Postsecondary Education Data System (KPEDS)

Please select from the following options:

[Notification of Intent]

Notify CPE of new programs your institution may propose in the next three years.

[KPPPS]

Review, submit or edit proposed academic programs.

[Program Review]

Review existing academic programs.

[Program Inventory] ⬅

Manage and edit existing program inventory.

[Logout]

For authorized KPEDS users only. For public reports and statistics, please visit the Kentucky Postsecondary Education Data Portal.

If you experience technical difficulties with the application, please contact the KPEDS Help Desk by email: kpedshelp@ky.gov.

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You should then see the Home Screen (see below for example). You may search for a program to edit either through the search parameters, such as "Program Title" and "CIP 2 Digits," or you may search by "CPE Program ID." (Note: As an institutional user, you will only have access to your institution.)

For an example, suppose we want to edit the Bachelor of Arts in Public Relations at Northern Kentucky University (CIP Code: 09.0902).

Manage Program Modifications

Search Existing Program

Institution :	Northern Kentucky University ▼
Program Title :	
Degree Level :	All ▼
CIP 2 Digits :	09-Communication, Journalism, and Related Programs ▼
Year Submitted :	All ▼
Processing Status :	Select... ▼
Program Status :	Select... ▼
	☐ Include Inactive Institutions
	OR
CPE Program ID :	

Submitted Modifications:
Sector 1 : 0   Sector 2 : 0

[Search]   [Clear]

Total Record Count : 10   Export : 📊 📄

Institution Name	Program Title	Degree Level	Degree Designation	Program Status	CIP	Processing Status
Northern Kentucky University	*Documentary Studies	Post-Baccalaureate...	Cert	Active (A)	09.0101	
Northern Kentucky University	*Media Informatics	Baccalaureate	BACHELOR ARTS	Inactive (I)	09.0102	
Northern Kentucky University	*Public Relations	Baccalaureate	BACHELOR ARTS	Active (A)	09.0902	
Northern Kentucky University	*Public Relations	Post-Baccalaureate...	C	Active (A)	09.0900	
Northern Kentucky University	*Public Relations	Post-Baccalaureate...	PostB Cert	Active (A)	09.0902	
Northern Kentucky University	*Radio/Television	Baccalaureate	BACHELOR ARTS	Suspend to b...	09.0701	
Northern Kentucky University	Communication Studies/Speech Communication and Rhetoric	Baccalaureate	BACHELOR ARTS	Active (A)	09.0101	
Northern Kentucky University	Communication Studies/Speech Communication and Rhetoric	Master's	MASTER OF ARTS	Active (A)	09.0101	
Northern Kentucky University	Electronic Media & Broadcasting	Baccalaureate	BACHELOR ARTS	Active (A)	09.0402	
Northern Kentucky University	Journalism	Baccalaureate	BACHELOR ARTS	Active (A)	09.0401	

To "Select" the program, click on the highlighted link in blue.

Modification Pages

This page gives you the current information for the program, including the name and CPE Program ID.

To Modify the program, click on the "Modify" link at the top right.

The Edit screen has two columns. The left-hand side is the current information and the right-hand side is where edits are made. **(See next page)**

You may make various changes to an existing program's information with this tool. This guide will address each of the changes in a separate section.

Return

View Program
Program Status : **Active**

Program Information:

Institution Program Title : **Public Relations**
CIP Program Title : **Public Relations/Image Management**
CPE Program ID : **6484**

Degree Information:

Degree Level : **Baccalaureate**
Degree Designation : **BA BACHELOR ARTS**

CIP Code Information:

CIP Code (2 Digits) : **09 Communication, Journalism, and Related Programs**
CIP Code : **09.0902 Public Relations/Image Management**

Program Type:

Total Hours Required for Degree :
Program Type : **Single Institution**

Track, Concentration or Specialization:

Name	Description	Total number of hours required for degree	Number of hours in track	Number of hours in Degree Program Core	Number of hours in guided electives	Number of hours in free electives
No records found...						

Instruction Type:

100% f2F in classroom :
100% Distance Learning :
F2F/Distance Learning Hybrid :

Does the program use alternative learning formats (e.g. distance learning, technology-enhanced instruction, evening/weekend classes, accelerated courses)? **No**

Alternative Learning Formats :

Program Review:

Last Review Date :
Last Review Status :
Next Review Date :

History:

Enrollment Allowed : **Yes**
First Enrollment Reporting Year & Semester :
First Degree Reporting Year :
Date of Council Approval :
Program Approved By :
Program Approval Date : **3/19/2003**
Program Comment : **Added per 3/21/03 M.Lepper ltr per 3/19/03 Regents approval.**

Program Modification:

Modification Proposed By :
Modification Proposal Date :
Modification Approved By :
Modification Approval Date :
Modification Effective Date of Change at Institution :
Change Date :
Program Modification Action :
Program Modification Status :

Modify Program
Program Status : **Active**

Program Information:

Processing Status : **INCOMPLETE**
Institution Program Title : Public Relations

CIP Program Title : **Public Relations/Image Management**
CPE Program Id : **6484**
Program Action : Select...

Degree Information:

Degree Level : **Baccalaureate**
Degree Designation : BACHELOR ARTS (BA)

Add   Clear

BA

CIP Code Information:

*Do you wish to Change the CIP Code for this program?

○ Yes ● No

CIP Code (2-Digits) : 09-COMMUNICATION, JOURNALISM, AND RELATED PROGRAMS.
CIP Code (6-Digits) : 09.0902-Public Relations/Image Management.

Program Type:

Total Hours Required for Degree : 0
Program Type : Single Institution

Track, Concentration or Specialization:

Option Type : **Track**
Name :
Description :

Total number of hours required for degree :
Number of hours in degree program core :
Number of hours in Track :
Number of hours in guided electives :
Number of hours in free electives :

Add   Clear

Name	Description	Total number of hours required for degree	Number of hours in track	Number of hours in Degree Program Core	Number of hours in guided electives	Number of hours in free electives	Edit	Remove
No records found...								

Instruction Type:

100% F2F in classroom : ○ Yes ○ No
100% Distance Learning : ○ Yes ○ No
F2F/Distance Learning Hybrid : ○ Yes ○ No

Does the program use alternative learning formats (e.g. distance learning, technology-enhanced instruction, evening/weekend classes, accelerated courses)?

○ Yes ● No

Alternative Learning Formats:
☐ Accelerated courses
☐ Courses that combine various modes of interaction, such as face-to-face, videoconferencing, audio-conferencing, mail, telephone, fax, e-mail, interactive television, or World Wide Web
☐ Courses with "rolling" entrance and completion times, based on self-pacing
☐ Courses with multiple entry, exit, and reentry points
☐ Distance learning
☐ Evening/weekend/early morning classes
☐ Instruction at nontraditional locations, such as employer worksite
☐ Modularized courses
☐ Technology-enhanced instruction

Enrollment Allowed : **Yes**
First Enrollment Reporting Year and Semester after Modification : Select
First Degree Reporting Year after Modification :
*Effective Date of Change at Institution : Select   Select
Processing Comment (For CPE agency use only!) :
Program Comment (For CPE agency use only!) :

Action : Select Action...

Submit   Reset

Program Information:

In the Program Information section, you may change the Institution Program Title for the program or recommend the program be Closed (made inactive) or Suspend and Close in Five Years. If you select the Program Action, a "Rationale for the Program Action" will appear and must be completed before the recommendation can be submitted.

Modify Program   Program Status : **Active**

Program Information:

Processing Status : **INCOMPLETE**

Institution Program Title : Public Relations

CIP Program Title : **Public Relations/Image Management**

CPE Program Id : **6484**

Program Action : Suspend and Close in Five Years

*Rationale for Program Action:

Degree Information:

This section allows you to recommend a change in degree designation or add an additional degree designation.

To change the designation, you will first "Clear" the current designation and then "Add" the new.

Degree Information:

Degree Level : **Baccalaureate**

Degree Designation : BACHELOR ARTS (BA)

Add   Clear

BA

CIP Code Information:

You may propose a new CIP Code for the programand include a rationale. If more than 50% of the curriculum changes, then it is a new program and must go through the program approval process (KPPPS).

Program Type:

This section allows the institution to recommend a change of "Program Type" to Single Institution, Joint, or Collaborative. An institution may only propose a change to a "Joint" program if the other institution already has the program in that CIP. Otherwise, the proposal must go through the program review process. (The following definitions can be found in the New Academic Programs: Policies and Procedures.)

- *There are three types of programs:*
    - *Collaborative Program – an academic program under the sponsorship of more than one institution or organization and contains elements of resource sharing agreed upon by the partners. None of the participating institutions delivers the entire program alone, and the partnering institutions/organizations share responsibility for the program's delivery and quality. The credential awarded may indicate the collaborative nature of the program. If your program is a collaborative program, please provide information regarding its collaborative nature (e.g., partner institution(s, how resources will be shared, etc.) in the description of the program (Mission Tab, item 1). A "Memorandum of Understanding" that clearly outlines program responsibilities and fiscal arrangements among participating institutions must be submitted with the full program proposal.*
    - *Joint Program – an academic program that is sponsored by two or more institutions leading to a single credential or degree, which is conferred by all participating institutions. None of the participating institutions delivers the entire program alone, and all participant institutions and organizations share responsibility for all aspects of the program's delivery and quality. If this program type is chosen, please provide information regarding the joint nature of the program (e.g., sponsoring institution(s), agreements regarding assuring program quality, etc.) in the description of the program (Mission Tab, item 1). A "Memorandum of Understanding" that clearly outlines program responsibilities and fiscal arrangements among participating institutions must be submitted with the full program proposal.*
    - *Single Institution – an academic program offered solely by one institution.*

Track, Concentration or Specialization:

You may report the addition of a new track (baccalaureate), concentration (masters), or specialization (doctorate) in this section. (Since this is a baccalaureate level program, you will notice that "Track" is available.) You will enter the track name, description, the total number of credit hours in the program and the number of credit hours in the core and the number of credit hours in the track, guided electives, and free electives. (There are hyperlinks to give you definitions for guided electives and free electives.)

Track, Concentration or Specialization:

Option Type : **Track**

Name :

Description :

Total number of hours required for degree :

Number of hours in degree program core :

Number of hours in Track :

Number of hours in guided electives :

Number of hours in free electives :

[Add] [Clear]

Name	Description	Total number of hours required for degree	Number of hours in track	Number of hours in Degree Program Core	Number of hours in guided electives	Number of hours in free electives	Edit	Remove
No records found...								

A **track** is a set of courses designed to develop expertise within a major or area at the undergraduate level.

A **concentration** is a set of courses designed to develop expertise within a major or area at the master's level.

A **specialization** is a set of courses designed to develop expertise within a major at the doctoral level.

Instruction Type:

You may report changes in delivery modes using this section. (If you select "yes" for Althernative Learning Formats, you are given a list from which to select.)

Instruction Type:

100% F2F in classroom :   ○ Yes ◉ No

100% Distance Learning :   ○ Yes ◉ No

F2F/Distance Learning Hybrid :   ○ Yes ◉ No

Does the program use alternative learning formats (e.g. distance learning, technology-enhanced instruction, evening/weekend classes, accelerated courses)?

◉ Yes ○ No

Alternative Learning Formats:
- ☐ Accelerated courses
- ☐ Courses that combine various modes of interaction, such as face-to-face, videoconferencing, audio-conferencing, mail, telephone, fax, e-mail, interactive television, or World Wide Web
- ☐ Courses with "rolling" entrance and completion times, based on self-pacing
- ☐ Courses with multiple entry, exit, and reentry points
- ☐ Distance learning
- ☐ Evening/weekend/early morning classes
- ☐ Instruction at nontraditional locations, such as employer worksite
- ☐ Modularized courses
- ☐ Technology-enhanced instruction

Submitting Your Proposed Changes:

You will complete the additional information. (Note: You must select the Effective Date of change at Institution.)

You will then select "Save" or "Submit" from the drop-down Action menu and hit "Submit." (You will select "Save" when you may want to contuniue working on the change. You will select "Submit" when you are ready for the change to be transmitted to CPE.)

Questions

For additional assistance, you may contact the CPE staff at KPEDSQuestion@ky.gov.